



## **JOB DESCRIPTION: Qualified Mental Health Professional**

### **Job Summary**

To provide ongoing monitoring, support and behavioral health support services to children and youth with emotional trauma, as well as to serve their families. The Qualified Mental Health Professional will engage the children and family in weekly skills training and case management (routine and intensive) service.

The Qualified Mental Health Professional will follow a strengths-based model to develop and build skills that will help the children, youth and families function autonomously and successfully. The Qualified Mental Health Professional will work with the clinical team to develop a Service/Treatment Plan focused on the child and family's needs.

### **Responsibilities**

#### ***General:***

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees.
- Participates actively in quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Reports immediately any suspected incidents of child abuse or neglect to the Child Abuse Hotline and then the Program Coordinator/Director and documents the incident within 24 hours (1-800-252-5400)
- Establishes relationships and communicates with children, managing conservators, foster/adopt families and Treatment Team members
- Identifies and seeks resolution for potential problems arising with foster/adopt parents, staff, or other involved parties
- Maintains client and family electronic records
- Attends staff / agency meetings
- Completes other duties as assigned

#### ***Essential Duties:***

- Enters demographic data, contacts made, and other required data for all newly assigned clients into the electronic record system in a timely manner i.e., 24 hours
- Facilitates the development of an individualized Service/Treatment Plan within 10 days of intake when the assessment is completed
- Works with child, youth and family teams to develop a Crisis Plan to ensure the safety of the child, family, and community
- Utilizes approved skills curriculum with child, youth and family to help improve behavior
- Coordinates and facilitates ongoing child, youth and family team meetings

- Provides 18-25+ hours of billable services per week; the Behavioral Health Specialist should expect 25 to 35 clients on their caseload depending on number of referrals. Takes initiative to request new client referrals as caseload numbers drop due to discharge and/or upcoming discharges.
- Meets face-to-face with clients in their home, school, office and community for the provision of all services
- Initially assesses and reassesses (every 90 days or sooner if required for reassessment) the needs of the client by completing a CANS/ANSA Assessment,
- Meets with the client, family and all team members, and modifies the Service/Treatment Plan to reflect the changes and/or progress made
- Keeps the family and team members informed on progress toward achieving Service/Treatment Plan goals
- Motivates and supports family involvement
- Assists client and family in obtaining any financial assistance or services for which they may be eligible under federal, state, and local regulations
- Maintains accurate and concise documentation of all services, contacts and collaboration with client, family and community partners. All documentation is to be submitted to supervisor within 24 hours after service has been delivered.
- Provides or secures support and crisis/emergency services for the child, youth and family by phone-contact or in-person.
- Maintains an empathic, yet professional, relationship with child, youth and family and strives to keep clients and families engaged in all services
- Maintains all client documentation in the electronic record system and ensures adherence to requirements set forth in all state and federal rules and regulations.

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| <b>Supervisor:</b>       | Clinical Director/Manager                                                                                                                                                                                                                                                                        |
| <b>Supervises:</b>       | N/A                                                                                                                                                                                                                                                                                              |
| <b>Caseload:</b>         | Estimated 25 to 35 clients                                                                                                                                                                                                                                                                       |
| <b>Work Environment:</b> | Primarily community based position with a portion of office-based activities                                                                                                                                                                                                                     |
| <b>Work Hours:</b>       | Full-time, minimum 40 hours per week<br>Work hours are set by the clients' needs, with allowances in scheduling to be available to meet with children, youth and families as well as other team members during times and dates convenient for all parties involved (i.e. evenings and weekends). |
| <b>Classification:</b>   | Exempt                                                                                                                                                                                                                                                                                           |

### **Education & Experience**

- Bachelor's degree in human services or other related discipline
- At least two years' prior experience working in the behavioral health field

### **Knowledge, Skills, & Abilities**

- Completes and attests to completion of all mandatory trainings as identified in HHSC UMCM chapter 15.3.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to work with children and families to deliver skills through approved curriculum
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Effective oral and written communication skills
- Well-organized and adaptable
- Ability and willingness to think "outside the box"
- Ability to develop and bring together interdisciplinary teams

- Effective conflict resolution skills
- Demonstrates good insight and judgment
- Possesses an engaging and enthusiastic personality
- Dedicated to the success of children and family teams
- Skilled in speaking in front of groups
- Competent in using Microsoft Word, Excel, Power Point, Google applications, Go To Meeting, the Internet, and other software applications

### **Additional Requirements**

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) professional employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug screen
- Working cellular telephone

### **Physical and Mental Demands**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking may be required for long periods of time and may involve climbing stairs, walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds. Ability to remain calm in stressful situations.

### **DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Pathways does not discriminate on the basis of race, color, age, national origin, religion, creed, disability, marital status, gender, gender identity and/or expression, sexual orientation, genetic information, status regarding public assistance, military status or any other characteristic protected by federal, state or local law in any of its activities or operations. Pathways is committed to a diverse and inclusive working environment and to providing an environment free of abuse, neglect, harassment or exploitation for employees and for children, youth and families we serve.